STATE OF IOWA

Fields of Opportunities

April 11, 2008

GENERAL LETTER NO. 9-E-12

ISSUED BY: Bureau of Collections,
             Division of Child Support, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 9, Chapter E, *CASE SETUP*, page 20, revised.

Summary

This chapter is revised to change the definition for the acronym, "UIB," used to define the
REJ BYPASS field on the PAYOR screen. This change in the acronym from "unemployment
insurance benefit" to "undisclosed income or benefits" is according to federal requirements.

Effective Date

Immediately.

Material Superseded

Remove from Employees' Manual, Title 9, Chapter E, page 20, dated February 15, 2008, and
destroy it.

Additional Information

Refer questions about this general letter to your regional collections administrator.

ADDING NEW CASES TO ICAR   Iowa Department of Human Services
Updating the PAYOR Screen   **Title 9** Child Support Administration and Location
Revised April 11, 2008   **Chapter E** Case Setup

♦ **REJ BYPASS**: The default entry for this field is blank. When the payor returns form 470-3182, *Income Withholding Error,* and requests that additional mandatory income withholding (MIW) or undisclosed income or benefits (UIB) payments apply to future support to the family, enter the code to explain the reason for future payments on the case. Valid entries are:

C   Apply MIW or UIB payments to future support when the collection is the result of child care payments credited to the case.

I   Apply MIW or UIB payments to future support when the collection is the result of another's states enforcement actions.

M   Apply MIW or UIB payments to future support when the collection is the result of a military allotment that is greater than the obligation amount.

N   Reject MIW or UIB payments again for the case.

O   Apply MIW or UIB payments to future support when the collection is the result of other reasons not listed.

P   Apply MIW or UIB payments to future support when the collection is the result of other payments.

R   Apply MIW or UIB payments to future support when the collection is the result of interest payments.

V   Apply MIW or UIB payments to future support when the collection is the result of voluntary payments by the payor.

ICAR allows you to enter a code in this field when the case account type is 12, 17, or 18 and the case has MIW or UIB payments in a batch 32 reject status.

Upon the entry of "C," "I," "M," "P," "R," or "V," ICAR issues a narrative (CASE410) for you to document the reason MIW and UIB payments should be sent to the family.

If you change the code to "N," ICAR issues a narrative (CASE405) so you can state the reason for the change. When the valid employer is disconnected from the IWO, ICAR changes the code to "N" and issues a narrative (CASE404) to document the change.

♦ **MAIL ADDR LN 2**: This display-only field contains the information from the same field on the ADDVER screen when the address is listed as the mailing address for the payor.

♦ **UNXREF (Y/N)**: The allowable entries for this field are "Y" and "N." ICAR requires an entry to this field when a payor is cross-referenced and you change the SSN or birth date for the payor. See Removing a Cross-Reference.

♦ **CITY/STATE/ZIP**: This display-only field contains the information from the same field on the ADDVER screen when the address is listed as the mailing address for the payor.